



The City of
Lynwood
Is Seeking a New
Deputy Director of
Development Services

LYNWOOD

Be Part of a Growing Dynamic Management Team . . .

THE COMMUNITY

Located in the southern portion of Los Angeles County near the Orange County border, the City of Lynwood is home to more than 72,000 residents. Lynwood was incorporated in 1921 as a growing residential community that had strong agricultural roots. Today, the 4.9 square mile bedroom community of 15,000 households is a community in transition. The City Council has embraced an exciting agenda for change that will result in an improved quality of life and abundant community pride laying the foundation for a vibrant and healthy

future. The City Manager is seeking progressive and talented candidates who can lead the

organization toward realizing this vision.

Consistent with Southern California trends, Lynwood is rich in diversity. The population is 82 percent Hispanic/Latino, 13.5 percent Black/African American, and 3 percent White/non-Hispanic. The median age is 24.4 and the average household size is 4.7.

Located within the City, St. Francis Medical Center provides hospital, emergency and routine medical services. Located alongside the 105 Freeway in between the Harbor 110 Freeway and Interstate 5, Lynwood is



extremely accessible. The City is served by the Green and Blue Metro commuter rail lines.

CALIFORNIA'S NEXT TURNAROUND STORY

In order to transform Lynwood into a vibrant and desirable community, the City Manager is seeking strong visionary managers to help guide the most aggressive internal and external revitalization effort ever in Southern California. If you are interested in playing a significant role in redefining the quality of life in a City with

unlimited potential, Lynwood offers the perfect career opportunity. The new Deputy Director of Development Services will have

an incomparable opportunity to influence development efforts and realize significant internal improvements early on in his/her tenure.

Consistent with the City Council's commitment to creating a stronger future for the community, the Council unanimously appointed Enrique Martinez to be Lynwood's new City Manager in March 2005. An experienced city manager, Mr. Martinez most recently served as Assistant City Manager for the City of Pasadena. Previously, he served as City Manager in the cities of Colton and Bell Gardens, CA, Palm Beach Gardens, FL as well as Deputy City Manager in San José, CA.

The incoming Deputy Director of Development Services will be another new addition to an evolving Management Team of impressive talent.



Since Mr. Martinez was appointed, he has recruited a new Assistant City Manager/Director of Finance. Marianna Marysheva was formerly the Budget Director in Oakland before starting her new role in Lynwood. Sandra Rocha from the City of Pomona was appointed in December as Lynwood's new Human Resources Director. These new leaders were selected not only for their impressive technical expertise, but also for their contagious energy, results oriented style and sincere desire to realize significant change for the betterment of an organization and a community. Lynwood is also currently recruiting for a new Director of Environmental Services, and a Director and Deputy Director of Redevelopment. The City is also searching for its first Marketing Manager.

CITY GOVERNMENT

The City of Lynwood is a general law city pursuant to California law and operates under the council-manager form of government. Five City Council Members are elected at large to four-year, staggered terms. The Mayor and Mayor Pro Tem are selected by their peers for one-year terms. There are no term limits in Lynwood. Other elected officials include the City Clerk and City Treasurer.

Common to Los Angeles County, Lynwood is a "contract city." While most of the municipal operations and

services are encompassed within city government, Lynwood contracts with the County for public safety services through the Los Angeles County Sheriff and Fire Departments. The County also operates the popular Lynwood Library located within the Civic Center. In addition, City Attorney services are provided contractually by two private firms specializing respectively in local government and redevelopment.

City Departments include Development Services, Environmental Services, Finance & Administration, Human Resources, Recreation & Community Services and Redevelopment. Lynwood operates on an annual budget of \$42 million with the help of 170 full-time employees. Employees are represented by two associations/bargaining groups.

For additional information on the City of Lynwood, visit the City's website at www.lynwood.ca.us.

DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department is responsible for planning (current and advance), building and safety, business licensing and parking enforcement.

A total of 18 employees carry out the functions of the Department which is also supported by an annual budget of \$1.98 million. The Deputy Director position is new and a testament to the City's commitment to improving service delivery and customer care throughout the organization.

The Deputy will report to the Development Services Director and will also have extensive direct interaction with the City Manager on a frequent basis. The Deputy Director will be depended upon to run the day-to-day operations of the Department, including managing outside consulting services.

He/she will also assist the Director in providing staff support to the Planning Commission.

Priorities

The new Deputy will have the opportunity to play a lead or key role in addressing the following significant priorities for the Department:

- Identify opportunities for automation and efficiency improvements and take appropriate action
- Infuse customer service principles and practices into daily operations
- Ensure consistency in communications and enforcement relating to planning and building issues
- Enhance skills and capacity of staff

The Deputy will have strong support from the top to address each of these priorities in an aggressive and thorough manner.

Current Projects

There are a number of housing projects with executed agreements where site assembly is taking place. Several other exciting commercial projects are in the negotiations stage.

The primary housing projects with Disposition and Development Agreements (DDAs) currently executed include:

- **Triangle Project** – 120 unit single-family
- **Whispering Glen** – 39 unit single-family
- **Fernwood Estates** – 42 unit single-family

Commercial projects currently in the negotiations stage:

- **Lynwood Auto Plaza** – 38.5 acre proposed auto center with up to five new dealerships in the vicinity of the I-105 and I-710 freeways

- **Long Beach Blvd. & Atlantic Ave.** – various development opportunities exist along two of the City's major corridors

THE IDEAL CANDIDATE

The ideal candidate will be an aspiring Director who is committed to ongoing professional growth and promoting organizational improvement. Ambitious high-energy individuals who are strong managers will bring value to the “new” professional culture in Lynwood. Within a brief period of time, the new Deputy will have a number of significant achievements to add to his/her portfolio thereby positioning him/herself for timely future advancement in Lynwood or elsewhere.

Highly qualified candidates will have had exposure to high design standards and possess the most current knowledge of practices and trends in the community development discipline.

Experience – Qualified candidates will have at least three years of experience with increasingly complex responsibility. A solid expertise in planning will serve as an asset in helping to ensure immediate and future success.

Education – A Bachelor's degree in urban planning, architecture or related field is required and a Master's degree and/or AICP certification is highly preferred.



Professional Characteristics

In addition to the fundamental requirements previously noted, the City Manager has identified the following professional qualities and skills that are critical to defining future leaders in Lynwood:

- Energetic and passionate
- Strong managers of people and projects
- Outstanding interpersonal skills
- People oriented
- Effective and tactful communicators
- Effective teachers and coaches who enjoy developing subordinates
- Comfortable serving as role models
- Solid professional presence
- Efficiency minded and resourceful
- Resilient; strong sense of self
- Excellent critical thinkers
- Unwavering integrity
- Well developed political acumen
- High expectations of self and others

COMPENSATION & BENEFITS

The salary for the new Redevelopment Director will be dependent on experience and qualifications. In addition to salary, Lynwood offers a benefits package which includes:

CalPERS – The City offers a 3% at 60 formula, which is fully paid by the City.

Deferred Compensation – The City offers the CalPERS 457 plan.

Medical Insurance – Employees are covered 100% by the City for the selected health plan through the CalPERS system. Dependents may also be covered with the City contributing up to the family coverage rate of the Kaiser HMO plan toward any medical plan selected by the employee.

Dental/Vision Insurance – Covered at 100% by the City for employees and their dependents.

Life Insurance – Life, AD&D covered at 100% by the City.

Long Term Disability Insurance – This coverage is offered through CalPERS at the employees' cost.

Vacation – Accrued at the rate of two weeks each year with increases based on years of service.

Other Leave – Holidays: 70 hours annually. Executive Leave: 90 hours annually

Auto Allowance – \$300 per month



APPLICATION PROCESS & RECRUITMENT SCHEDULE

The filing deadline for this recruitment is **Tuesday, February 21, 2006**. To be considered, please submit a cover letter, a resume that reflects size (staff, budget) and scope of current/most recent organization and responsibilities, list of six professional references, plus current salary information. For additional information regarding this opportunity, contact:



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Following the final filing deadline, candidates with the most relevant qualifications will immediately be granted interviews by the consultants. Those individuals determined to be best suited for the position will then be interviewed by the City in March. An appointment is anticipated shortly thereafter, upon the completion of thorough reference and background checks.

